



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

12575.1

HRSE1

6 Apr 01

BASE ORDER 12575.1

From: Commanding Officer  
To: Distribution List

Subj: ESTABLISHING BONUSES AND ALLOWANCES FOR CURRENT AND PROSPECTIVE  
CIVILIAN EMPLOYEES

Ref: (a) CMC msg 131755ZFeb92  
(b) CMC msg 061756ZFeb92  
(c) CMC msg 261756ZNov91  
(d) CMC msg 241530ZFeb92

Encl: (1) Recruitment/Relocation/Retention Bonus Service Agreement  
(2) Recruitment/Relocation Bonus Justification Form  
(3) Retention Allowance Justification Form  
(4) Superior Qualifications Appointment (Advanced In-Hire  
Rate) Justification Form

1. Situation. This Order implements parts of the Federal Employees' Pay Comparability Act of 1990 that pertains to the use of recruitment bonuses, relocation bonuses, retention allowances, and superior qualifications appointments. It is being issued following the provisions of references (a) through (d).

2. Mission. This Order pertains to individuals being considered for their first employment with Federal Civil Service; returning to Federal employment after a break in service of one year or more; and current employees.

3. Execution. These authorities will be used as management recruitment and retention tools. Maintaining the principle of equal pay for equal work is the mainstay of the Marine Corps Logistics Base (MCLB) Albany pay administration. However, specialized skills, abilities, and educational requirements of some occupations may be necessary in carrying out the MCLB Albany mission.

4. Administration

a. Recruitment Bonuses are to be used only for candidates not previously employed by Federal Civil Service or for former Federal employees with at least a one-year break in service. They may be used to pay the candidate a bonus of up to 25% of the base pay that has been offered and is paid in a lump sum. The bonus is used for positions determined to be hard to fill. Enclosure (1), an agreement

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to remain employed with the Department of Defense (DoD) for a minimum period of 12 months is required. Using the criteria listed in paragraph 5a, the Director of the hiring organization is authorized to propose these bonuses and forward to the Human Resources Office (HRO) Director for review. Approval authority will be retained by the Commanding Officer.

b. Relocation Bonuses are to be used for current Federal Civil Service employees as an incentive to accept a position in a different commuting area. They may be used to pay a bonus of up to 25% of the base salary that has been offered and is paid in a lump sum. The bonus is used for positions determined to be hard to fill. Enclosure (1) is required. Using the criteria listed in paragraph 5a, the Director of the hiring organization is authorized to propose these bonuses and forward to the HRO Director for review. Approval authority will be retained by the Commanding Officer.

c. Retention Allowances are to be used for current Federal Civil Service employees as an incentive to remain with DoD. They may be used to pay an allowance of up to 25% of the employee's current base salary; the allowance will not be a lump sum, but will be paid at the same time as basic pay and is not considered part of the basic pay for any purpose. It must be certified in writing that, absent the allowance, the employee would be likely to leave Federal Civil Service. The employee must occupy a position requiring unusually high or unique qualifications or there is a special need for the employee's services that makes it essential to retain the employee. The retention allowance can be paid for as long as the conditions warranting the allowance continue to exist. At least annually, the determination for payment of the retention allowance must be reviewed and certified in writing by the Commanding Officer that payment is still warranted. Using the criteria listed in paragraph 5a, the proposal for use of this authority is necessitated by circumstances beyond the control of the employee and enclosure (3) will be forwarded to the HRO Director for review and approval by the Commanding Officer.

d. Superior Qualifications Appointments are to be used only for candidates not previously employed by the Federal Civil Service or for a former Federal employee with a break in service of at least 90 days. They may be used for any general schedule (GS) grade level to set the pay rate above the first step of the grade. The use of this appointment is based on the superior qualifications of the candidate. The rate may not exceed the maximum rate for the grade. A superior qualifications appointment may be used in conjunction with a recruitment bonus. A service agreement is not required for a superior qualifications appointment. Using the criteria listed in paragraph 5a, the proposal for use of this authority will be forwarded for review by the HRO Director and approval of the Commanding Officer using enclosure (4).

e. Recruitment/Relocation Bonus Service Agreement, enclosure (1), is an agreement to remain in the DoD's or Marine Corps Logistics Base's employ for a period of at least 12 months and is required for recruitment and relocation bonuses.

(1) If the employee terminates the service agreement by separation, transfer to another agency outside the DoD, or because of misconduct, the employee will be required to refund the bonus amount on a pro rata basis (i.e., credit is given for each full month of employment completed under the agreement).

(2) If the employee is involuntarily separated during the period of the agreement, there will be no requirement for the employee to refund the bonus.

## 5. Responsibilities

### a. Managers and Supervisors

(1) When proposing the use of superior qualifications appointment, recruitment and relocation bonus or a retention allowance, the proposal must be in writing and must state the reasons for the proposed appointment, bonus, or allowance.

(2) In determining whether these authorities should be utilized, managers and supervisors will consider the following factors:

(a) The success of recent efforts to recruit high quality candidates for similar positions, including indicators such as offer acceptance rates, the proportion of positions filled, the length of time to fill similar positions, etc. This assessment should include information not more than two years old and provide statistical data to support the determination.

(b) Recent turnover in similar positions. This assessment should include information not more than two years old and provide statistical data to support the determination.

(c) Labor market factors that may affect the ability of the organization to recruit high quality candidates for similar positions now or in the future.

(d) Special qualifications needed for the position.

(e) The urgency of filling the position.

(f) The extent of the individual's past training and experience that serves to qualify him/her for the position.

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(g) The specialized skills that the individual possesses that will benefit the agency and are additional to basic position requirements.

(h) The average salary reported in published salary surveys for comparable private sector positions (if available).

b. HRO Director

(1) Advise managers and supervisors concerning information necessary for the establishment of a bonus or allowance and determine the eligibility of candidates to receive a bonus or allowance.

(2) Maintain all individual service agreements and all documentation and records of the individual bonuses or allowances.

(3) Per references (a) through (c) submit the following information for the preceding fiscal year to the Commandant of the Marine Corps (MPO-33) by 1 November each year:

(a) The number of employee(s) offered/accepting a recruiting/relocation bonus.

(b) The percentage of salary offered/accepted in each individual case.

(c) A summary statement assessing the effect of bonus authority on the activity's ability to fill key positions with high quality candidates in a timely fashion.

(d) The number of employees offered/accepting a retention allowance.

(e) The percentage of salary offered/accepted in each individual case.

(f) A summary statement assessing the effect of allowance authority on the activity's ability to retain quality employees in key positions.

(4) Annually, after the implementation of the general pay increase for GS employees, conduct a survey of retention allowances to determine whether there continues to be a need for them. A determination will also be made as to whether the allowance should be recomputed based on the higher salary resulting from the pay increase.



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c. Division Directors/Senior Management Officials in the Organization

(1) Certify the availability of funds for payment of specific bonuses and allowances.

(2) Annually review the results of the retention allowance survey and recommended salary change computations.

(3) On the basis of the survey and any other budget constraints, recommend the continuance/discontinuance or other changes to the allowances.

6. Action. All Heads of organizations will ensure that all personnel are made aware of, and adhere to, the procedures outlined in this Order.

7. Command and Signal

a. Signal. This Order is effective the date signed with the provision that labor relations obligations will be discharged with the American Federation of Government Employees, Local 2317, prior to changing any personnel practice or procedure impacting bargaining unit members.

b. Command. The Commanders of Marine Corps Materiel Command and Marine Corps Logistics Bases and the Commanding Officer, Blount Island Command, concur with this Order as it pertains to personnel of their commands physically located at Albany, Georgia, and Jacksonville, Florida. Approval authority will be retained by each Commander or Commanding Officer.

  
C. V. MUGNO

**RECRUITMENT/RELOCATION/RETENTION BONUS  
SERVICE AGREEMENT**

5 USC 5753 and 5754 and Part 575 of Title 5, U.S. Code of Federal Regulations provide under certain conditions that the bonuses/allowances indicated below can be offered to certain categories of employees. Accordingly, the following agreement will be used to establish eligibility for these bonuses/allowances.

This agreement is for:

\_\_\_\_\_ **RECRUITMENT BONUS**

\_\_\_\_\_ **RELOCATION BONUS**

\_\_\_\_\_ **RETENTION ALLOWANCE**

I, \_\_\_\_\_, have accepted the bonus/allowance indicated above for the position  
(First, MI, Last Name)

of \_\_\_\_\_ at Marine Corps Logistics Base, Albany, GA  
(Title, Series, and Grade) (Activity)

I understand that the bonus/allowance will be \_\_\_\_\_ % of annual rate of basic pay of the position to which I am being appointed/relocated/retained.

**FOR RECRUITMENT/RELOCATION BONUSES ONLY:** By accepting this bonus, I agree to remain in the Dept. of Defense (DoD) (recruitment bonus) or Marine Corps Logistics Base (relocation bonus) for a minimum period of \_\_\_\_\_ months beginning on \_\_\_\_\_ (date). I understand that the recruitment/relocation bonus must be refunded if I fail to complete the period of employment established by this Service Agreement or if I am removed for cause before expiration of the required minimum service period. If I voluntarily fail to complete the above period of service or I am separated from the service before completion of the above period for cause on charges of misconduct or delinquency, I shall be required to repay the bonus on a pro rata basis. I understand that the DoD may withhold any final pay due me to apply against or liquidate any indebtedness arising from my violation of this agreement.

**FOR RETENTION ALLOWANCE ONLY:** I understand that the payment of this allowance will be reviewed annually and may be reduced or terminated at any time.

I agree to the terms of this contract:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of Official Making Offer \_\_\_\_\_

Date \_\_\_\_\_

Signature of Reviewing Official \_\_\_\_\_

Date \_\_\_\_\_

**RECRUITMENT/RELOCATION BONUS JUSTIFICATION FORM****Employee Name:****SSN:****Activity:****Organization/Code:****Position (Title/Series/Grade):****Type of Bonus:****Recruitment:**

(former employee or new appointment)

**Relocation:**

(recruitment of a current Federal employee)

I have reviewed the criteria for offering recruitment/relocation bonuses as outlined in 5 CFR 575 and my activity policy. I have determined that its use is necessary based on an analysis of the following factors (mark applicable factors with an X and provide narrative justification).

\_\_\_\_\_ Results of recent efforts to attract quality candidates for similar positions, as evidenced by offer/acceptance rates, the proportion of positions filled, and/or the length of time required to fill similar positions.

\_\_\_\_\_ Recent turnover in similar positions;

\_\_\_\_\_ Labor-market factors that may affect the organization's ability to recruit quality candidates for similar positions now or in the future;

\_\_\_\_\_ Special qualifications needed for the position; and/or

\_\_\_\_\_ The practicality of using a superior qualifications appointment, separately or in conjunction with a recruitment bonus (recruitment bonuses only).

**Narrative Justification**

I certify that absent payment of this recruitment/relocation (circle one) bonus, this Activity would encounter difficulty in filling the position.

The applicant is being appointed to/selected for (circle one) a \_\_\_\_\_ (Pay Plan, i.e., GS) \_\_\_\_\_ (Grade Level), Step \_\_\_\_\_ position. I recommend approval of a recruitment/relocation (circle one) bonus in the amount of \$ \_\_\_\_\_, which is equivalent to \_\_\_\_\_% of the candidate's salary.

In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined that payment of this recruitment/relocation (circle one) bonus is in the best interest of the DoD.

\_\_\_\_\_  
Supervisor's Signature and Code\_\_\_\_\_  
Date\_\_\_\_\_  
Approving Official's Signature and Code\_\_\_\_\_  
Date\_\_\_\_\_  
Funding Approval Official\_\_\_\_\_  
Date\_\_\_\_\_  
HRO Review\_\_\_\_\_  
Date

HRO Albany RRR-2 (3-01)

ENCLOSURE (2)

**RETENTION ALLOWANCE JUSTIFICATION FORM****Employee Name:****SSN:****Activity:****Organization/Code:****Position (Title/Series/Grade):**

I have reviewed the criteria for offering retention allowances as outlined in 5 CFR 575 and my Activity policy. I have determined that its use is necessary based on the unusually high and unique qualifications of this employee and/or a special need of this Activity for the employee's services that make it essential to retain the employee. In arriving at this determination, I fully considered each of the following factors as is described in my narrative justification below:

1. The extent to which the employee's departure would affect this Activity's ability to carry out an activity or perform a function that is deemed essential to the Command's mission;
2. The success of recent efforts to recruit candidates and retain employees with qualifications similar to those possessed by the employee for positions similar to the position held by the employee; and
3. The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by the employee.

**Narrative Justification**

I certify that absent payment of this retention allowance, this employee would likely leave Federal service and that the employee's skills are essential for accomplishing the Activity's mission.

I request that a retention allowance in the amount of \$\_\_\_\_\_, which is equivalent to \_\_\_\_\_% of the employee's salary, be approved for a period of \_\_\_\_\_ months.

In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined that payment of this retention bonus is in the best interest of the DoD.

\_\_\_\_\_  
Supervisor's Signature and Code\_\_\_\_\_  
Date\_\_\_\_\_  
Approving Official's Signature and Code\_\_\_\_\_  
Date\_\_\_\_\_  
Funding Approval Official\_\_\_\_\_  
Date\_\_\_\_\_  
HRO Review\_\_\_\_\_  
Date



**SUPERIOR QUALIFICATIONS APPOINTMENT  
(ADVANCED IN-HIRE RATE)  
JUSTIFICATION FORM**

**Employee Name:**

**SSN:**

**Activity:**

**Organization/Code:**

**Position (Title/Series/Grade):**

I have reviewed the criteria for making superior qualifications appointments as outlined in 5 CFR 531 and have determined that its use is necessary to meet the needs of this Activity. In arriving at this determination, I fully considered each of the following factors as is described in my narrative justification below:

The nature of the superior qualifications (i.e., professional experience, unique/specialized skills, academic achievements, publications, etc.) of the candidate or of the Activity's special need, which justifies use of this authority;

The factors considered in determining the candidate's existing pay and reason for setting pay at a rate higher than that needed to match existing pay; and

The reasons for authorizing an advanced rate instead of, or in addition to, a recruitment bonus.

**Narrative Justification**

Upon examination of this candidate's qualifications for the position, I find his/her qualifications to be markedly superior to those of other well-qualified applicants.

The candidate's current salary is \$\_\_\_\_\_ per annum/per hour. I recommend approval of a superior qualifications appointment at step \_\_\_\_\_ of grade \_\_\_\_\_. This is the minimum salary that I believe the candidate will accept and is consistent with overall Federal pay policies.

In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined that this superior qualifications appointment is in the best interest of the DoD.

\_\_\_\_\_  
Supervisor's Signature and Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official's Signature and Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Funding Approval Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
HRO Review

\_\_\_\_\_  
Date